

## FINAL RECOMMENDATION

May 15, 2000

**Recommendation of the Action Plan Team: Leadership and Communications for Issue 3-27, Item # 99** (moved from Core Mission items, page 9 of the Action Plan):  
(same as item # 110a, in Staff Development section, page 33 of Action Plan)

**Summary:** (verbatim from the Action Plan)

“Include the adjunct/contract faculties in an effective corrective action process to address and/or resolve issues relative to curriculum and deliver through the Program Chair.”

### **Recommendations:**

The Action Plan team concurs with the recommendation of the Staff Development Action Plan team for item #110a. With respect to curriculum development, this recommendation formalizes an existing practice. Many content experts that write Academy course materials or contract as consultants to instructional designers who write Academy course materials come from the ranks of instructors. Relied upon for their current expertise in the subject matter as well as their first-hand experience delivering NFA courses in the resident or field classroom, these contract instructors are generally the first to be listed as recommended sources or subcontractors by Program Chairs familiar with their work.

In addition, there are two new opportunities for contract instructors to contribute their expertise in curriculum development and redevelopment:

1. The Curriculum Management System recommends that contract instructors (and TRADE representatives for field courses) be invited to sit through the walk-through of new courses. Because of their subject matter knowledge, they can provide valuable additional reviewers' perspectives and enhance the course materials without adding to development time at all. These SME's would be selected and invited by the development team, and come to the walk-through at NFA's expense.
2. The Superintendent's vision for the new field delivery program (formerly the “hand-off” program) includes an opportunity for field instructors to come to the NFA and contribute their ideas and experience with students in the field to an enhancement of the instructor materials 18 months or so after the course is released.

### **Background:**

See Staff Development Action Plan team recommendation, R-110a.

### **Budget Impact:**

There will be some costs associated with bringing in 2 or 3 instructors as reviewers for walk-through meetings (estimated at <\$2500 per walkthrough, if lodging is available on campus. This would have to be done through a contract for walk-through reviewers that is separate from the development contract.)

The costs associated with convening field instructors on campus for enhancing field delivered course materials will be greater (\$10,000 - \$12,000) though less frequent (probably no more than one or two such meetings a year.) A separate field delivery funding mechanism or funding code would be needed for these meetings. Instructors could bid to attend.

Total estimated budget impact for:

2-3 instructors attending each of 4 walkthrough meetings per year: \$10,000

2 field course enhancement meetings per year:

\$24,000

**Total: \$34,000**

**Conclusion:**

Contract instructors have traditionally played and continue to play a unique role in the development and revision of NFA course materials. Their state-of-the-art subject matter expertise and first-hand experience with NFA students give them a particularly valuable combination of perspectives on the optimal design and delivery of NFA course material.

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APPROVAL DATE: \_\_\_\_\_ DISAPPROVAL DATE: \_\_\_\_\_